

FORMS INDEX

IMPORTANT INFORMATION -- PLEASE READ:

The CD contains WordPerfect, Word and Adobe Acrobat files. The WordPerfect and Word files may not be directly accessible from your Web Browser. If that's the case, to open these files and write to them manually: either (i) find them on this disk using Explorer, then save them to a file on your computer, (ii) find and open them from your word processing program, then save them to a file on your computer, or (iii) right click on the applicable name below, save them to a file on your computer, then open the saved file using "My Computer", Explorer, or your word processing program.

The Adobe Acrobat files can be opened by simply clicking on the applicable letter or icon below if you have either the free-version Acrobat Reader or the full-version Acrobat.

Most of the Adobe Acrobat Forms on the CD are of the fill-in type. They can be filled-in and printed using either the free-version of Acrobat Reader or the full-version of Acrobat. HOWEVER, ONLY USERS OF THE FULL-VERSION OF ADOBE ACROBAT WILL BE ABLE TO SAVE THESE FILLED-IN FILES. THOSE USING THE FREE-VERSION OF ACROBAT READER, THE FILLED-IN INFORMATION WILL BE LOST AS SOON AS THE FILE IS CLOSED OR THE COMPUTER IS SHUT OFF. Of course, you can also print out the forms and fill them in on a typewriter or neatly print the information on them.

GLNPO will update links on its website for each of these documents whenever GLNPO updates its own documents, or is aware of updates by others. See the documentation at: <http://www.epa.gov/grtlakes/fund/appforms.html>

For updates, you may also want to check the following sites, from which GLNPO obtained several of the files on this CD:

EPA's Grants Office: http://www.epa.gov/ogd/grants/how_to_apply.htm

OMB Forms: http://www.whitehouse.gov/omb/grants/grants_forms.html

OMB Circulars: http://www.whitehouse.gov/omb/grants/grants_circulars.html

Getting Started - Helpful Information

	Document	pdf	wpd	word
HI1	Index	x	x	
HI2	Application Request Letter w/ Workplan Guidance (Generic)	x	x	
HI3	Checklist of Application Items to Be Submitted	x	x	

HI4	Grants Requirements and Instructions	x	x	
HI5	DUNS Number Guide (How to obtain)	x		

Forms to Fill Out to Apply For USEPA Grant (Keyed to Checklist of Items to Be Submitted)

A1	Transmittal Letter - No required form. Just tell us that you are submitting a grant application.			
A2	SF-424 Application For Federal Assistance	x		x
A3	SF-424A Budget Information	x	p1 p2 p3 p4	
A4	SF-424B Assurances for Non-construction Grant Programs	x	p1 p2	
A5	Workplan Format. See suggested format in Requirements and Instructions (HI4). Do include milestones and a budget chart.			
A6	Itemized Object Class Category Budget Narrative. A particular format is not required. See Document HI4, Item 6 of Part 1.			
A7	SF LLL-A Certification Regarding Lobbying	x	x	
A8	SF LLL Disclosure of Lobbying Activities	x	p1 p2	
A9	USEPA Form #4700-4 Pre-award Compliance Review Report	x	x	
A10	Letters of Support. If applicable. No required format.			
A11	Indirect Cost Rate Agreement or Proposal. No required format.			

The following materials will be helpful for managing an award after it is issued:

M1	10 Common Grant Audit Issues	x	x	
M2	Generic project progress report format	x	x	
M3	ASAP Bank Information Form	x		x
M4	ASAP Enrollment Handbook	x		x
M5	ASAP Organization Enrollment and User ID Request Form	x		x
M6	ASAP Officials Authorization Form	x		x
M7	SF #272 "Federal Cash Transactions Report" and #272A for continuations	x		
M8	Financial Status Report - SF #269 (Long Form)	x		
M9	Financial Status Report - SF #269A (Short Form)	x		

M10	EPA Form #5700-52A MBE/WBE Utilization EPA Form #5700-52A MBE/WBE Procurement EPA Form #5700-52A MBE/WBE Instructions	u p i	u p i	
M11	USEPA Rural Area Business Enterprise Development Plan	x	x	
M12	Summary Report of Inventions (EPA Form 3340-4)	x		
M13	Property Report (a narrative report in your own words would also be sufficient)	x		
M14	Lobbying Certification - Closeout	x	x	

The Following OMB Circulars and EPA Grants Regulations are essential to proper grants management.

Documents from 40 CFR were downloaded from the Electronic Code of Federal Regulations (e-CFR) and saved to this disk. e-CFR is a prototype of a currently updated version of the Code of Federal Regulations (CFR). The e-CFR prototype is a demonstration project. It is not an official legal edition of the CFR. The e-CFR prototype is authorized and maintained by the National Archives and Records Administration's (NARA) Office of the Federal Register (OFR) and the Government Printing Office (GPO).

We have included urls to provide a convenient way for you to easily access current documents via the Internet.

Procurement and Administration

Applies To	Federal Regulation	url	OMB Circular	url
State, Local, and Indian Tribes	40 CFR Part 31	http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr31_00.html	A-102	http://www.whitehouse.gov/omb/circulars/a102/a102.html
Universities and Nonprofits	40 CFR Part 30	http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr30_00.html	A-110	http://www.whitehouse.gov/omb/circulars/a110/a110.html

Audit

State, Local, and Indian Tribes	40 CFR Part 31	http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr31_00.html	A-133	http://www.whitehouse.gov/omb/circulars/a133/a133.html
Universities and Nonprofits	40 CFR Part 30	http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr30_00.html	A-133	http://www.whitehouse.gov/omb/circulars/a133/a133.html

Cost Principles

State, Local, and Indian Tribes	40 CFR Part 31	http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr31_00.html	A-87	http://www.whitehouse.gov/omb/circulars/a087/a087.html
Universities	40 CFR Part 30	http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr30_00.html	<u>A-21</u>	http://www.whitehouse.gov/omb/circulars/a021/a021.html
Nonprofits	40 CFR Part 30	http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr30_00.html	<u>A-122</u>	http://www.whitehouse.gov/omb/circulars/a122/a122.html

Debarment and Suspension

All	40 CFR Part 32	http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr32_00.html
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Restrictions on Lobbying

All	40 CFR Part 34	http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr34_00.html
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Research and Demonstration Grants

All	40 CFR Part 40	http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr40_00.html
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